



THE AFRICAN CAPACITY  
BUILDING FOUNDATION

FONDATION POUR LE RENFORCEMENT  
DES CAPACITES EN AFRIQUE

## REQUEST FOR EXPRESSION OF INTEREST UNDER A FRAMEWORK NOTICE

ACBF/REol/003/24/NRF/LAD

### Legal services to the African Capacity Building Foundation (ACBF)

#### 1. Background

The African Capacity Building Foundation (ACBF) has been building human capital and institutional capacity for Africa's sustainable development for more than 30 years. With membership from 40 African Countries, the African Development Bank (AfDB), the United Nations Development Program (UNDP), The African Union (AU), and The World Bank, ACBF is the leading institution for capacity development in Africa.

To support capacity development interventions, ACBF has adopted its Strategy 2023–2027 which focuses on the following key impact areas:

- Climate Change and Energy for productive use
- Agribusiness and Food Security
- Trade as an engine of economic development and
- Economic and Social Governance

For the implementation of the Strategy, building partnerships and ensuring the full support of African countries is critical for its success and impact. In this regard, ACBF undertakes various initiatives to strengthen the institutional capacity of implementing partners, assessing eligibility of potential stakeholders for financing as well as recommending reforms whenever necessary. Furthermore, seek to effectively manage and mitigate legal risks in all its business processes.

To this end, ACBF would like qualified individuals/ firms to submit an expression of interest for consultancy services under a framework contract for an initial period of 2 (years) renewable upon satisfactory performance under the following lots;

- i. Lot 1: Consultancy firms
- ii. Lot 2: Individual Consultancy

#### **Scope of assignment**

Legal Services with strong and demonstrable experience in contract management and dispute settlements, labour law, corporate governance, board secretarial services, complex multi-party commercial transactions, institutional review, and due diligence exercises.

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#### THE AFRICAN CAPACITY BUILDING FOUNDATION (ACBF HEAD OFFICE)

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Tel: (+263-242) 304663, 332002  
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#### ACBF REGIONAL OFFICE, WEST & CENTRAL AFRICA

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#### ACBF REGIONAL OFFICE, EAST & SOUTHERN AFRICA

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### **Qualification and experience requirements.**

1. Registered legal practitioners admitted to the bar and in good standing. A master's degree in subject matter will be an added advantage.
2. Three similar or comparable assignments.
3. A minimum of 8 years of practical experience
4. The firms/individuals should have experience in handling international commercial transactions.
5. Familiarity with Convention on Privileges and Immunities of the United Nations and its application in Host Country Agreements in Africa.

### **Financial Proposal (encrypted with a Password)**

Your legal fees should be in accordance with the law society tariffs or negotiated value between the parties.

### **Evaluation criteria based on the Consultant's Qualifications Selection Method.**

An evaluation committee shall evaluate the technical Proposals based on their responsiveness to the scope of work, applying the evaluation criteria, and point system specified above. The Client will select the Consultant that submitted the highest-ranked Technical Proposal and proceed with the most economic cost proposal. The minimum technical score required to pass is **70**.

S/No	Evaluation Criteria	Weighted Score
i.	Specific experience of the Consultant (as a firm/individual) relevant to the assignment	20
ii.	(ii) Adequacy and quality of the proposed methodology, and work plan in responding to the expression of interest:	30
iii.	Proposed consultants' General qualifications (general education, professional certificate, training, and experience): and competence for the assignment in response to the expression of interest	50
iv.	Total points for the criteria:	100

Kindly provide your submission, expressing your interest in undertaking the consultancy. Submission should be with subject clearly marked, **“REOI Process No.: ACBF/REOI/003/24/NRF/LAD Framework contract,”** to email address [procurement@acbf-pact.org](mailto:procurement@acbf-pact.org) on or **before 17.00 hours** (local Harare time), **on 3rd April 2024**.

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